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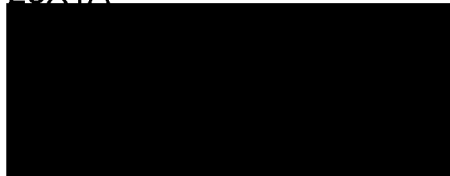
OFFICE OF SPECIAL ACTIVITIES
OSA HQS NOTICE NO. 30-5-1
RECISSION: OSA Hqs Notice No. 30-5
dated 20 October 1965

FINANCE
14 APRIL 1966

REFERENCE: DD/S&T Instruction 230-1, Subject: Plans,
Programs and Projects, dated 16 December 1963

1. In accordance with the provisions of paragraph IV. 4e of reference instructions, the following individuals are delegated approving authority for miscellaneous expenditures for supplies, equipment, and services not to exceed the amount of \$1,000:

25X1A



2. The above limitation of \$1,000 does not apply to approval of travel. Such approval continues to rest with

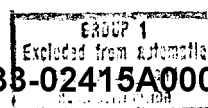
25X1A



25X1A

JACK C. LEDFORD
Brigadier General, USAF
Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES
OSA NOTICE NO. 30-5-2

FINANCIAL ADMINISTRATION
10 MAY 1966

OSA FY 1966 OPERATING BUDGET

1. The 30 April review of the OSA FY 1966 Agency Operating Budget indicates a deficit will occur unless non-critical costs are deferred or eliminated. All addressees are therefore requested to take the following actions to effect FY 1966 cost reductions:

A. Overtime - Review all overtime and approve only that required for critical operational requirements. I believe that the current overtime expenditures of \$8,000 per month can be considerably reduced.

B. Travel - Defer or eliminate all TDY travel which is not related to critical operational requirements.

C. Supplies and Equipment - Defer the procurement of equipment and non-emergency supplies until July.

25X1A 2. Messages have been forwarded to [REDACTED] and [REDACTED] to request their assistance in avoiding a deficit in FY 1966. 25X1A

3. Another review of the FY 1966 Operating Budget will be made at the end of May and all addressees will be advised of cost reduction accomplishments during May and any further action which may be required.

25X1A

[REDACTED]
BRUCE C. LEDFORD
Brigadier General, USAF
Director of Special Activities

GROUP 1
Excluded from automatic
downgrading and
declassification


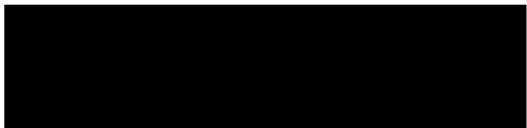
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S E C R E T

OFFICE OF SPECIAL ACTIVITIES
OSA HQS NOTICE NO. 30-5-1FINANCE
25 SEPTEMBER 1967RECISION: OSA Hqs Notice No. 30-5-1
dated 25 October 1966REFERENCE: DD/S&T Instruction 230-1, Subject: Plans,
Programs and Projects, dated 16 December 1963


Under the provisions of paragraph IV.4e of reference, the DD/S&T has designated the following individuals as approving officers for financial transactions, including miscellaneous expenditures for supplies, equipment and services, and authorizing officials for travel up to the amounts indicated below for each individual:

25X1A

<u>General</u>	<u>Approving Authority</u>	<u>Authorizing Authority for Travel</u>
Paul N. Bacalis	\$25,000	\$25,000
	25,000	25,000
	1,000	5,000
	5,000	5,000
	5,000	5,000
<u>For Supplies, Equipment, and Services</u>		
	1,000	-0-
	1,000	-0-

25X1A

25X1A


Acting Director of Special Activities

S E C R E T

SECRET

OFFICE OF SPECIAL ACTIVITIES
OSA NOTICE NO. 30-5-3

FINANCIAL ADMINISTRATION
20 OCTOBER 1967

PERSONNEL REQUIREMENTS FY 1969

1. The Comptroller, QSA is presently developing a revised Agency Budget for FY 1969 in response to requirements from OPPB and the Bureau of the Budget. This revision is required largely because of the OXCART extension but will also involve the justification of funds and personnel requirements for other OSA activities.

2. The most critical portion of the new submission will be the justification of the personnel T/O which will be required if the OXCART program is cancelled. The Comptroller has asked the Deputy Comptroller and the Chief, Personnel Division, to conduct a careful review of all headquarters positions to enable him to defend the retention of those which are required for IDEALIST and other OSA support activities in FY 1969. Full detailed analysis and review should be made of all position requirements and particularly for those increases, which have been requested beyond those which were initially submitted and incorporated in the approved OSA FY 1969 Budget.

3. The Comptroller will schedule on or about 26 October 1967 briefings for the Director and Deputy Director of Special Activities to obtain policy guidance and establish priorities. These briefings will include representatives of each component who should be prepared to justify their personnel staffing needs.

25X1A

PAUL N. BACALIS
Brigadier General, USAF
Director of Special Activities

Distribution:

- 1 - Compt/OSA
- 1 - Security/OSA
- 1 - R&D/OSA
- 1 - Contracts/OSA
- 1 - FOD/OSA
- 1 - PD/OSA
- 1 - Travel/OSA
- 1 - Materiel/OSA
- 1 - D/Ops/OSA
- 1 - ADP/OSA
- 1 - Commo/OSA

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

S E C R E T

OFFICE OF SPECIAL ACTIVITIES
OSA HQS NOTICE NO. 30-5-1

FINANCE
25 July 1968

RECISION: OSA Hqs Notice No. 30-5-1
dated 25 September 1967

REFERENCE: DDS&T Instruction 230-1, Subject: Plans, Programs
and Projects, dated 16 December 1965

Under the provisions of paragraph IV. 4. e. of reference, the
DD/S&T has designated the following individuals as approving
officers for financial transactions, including miscellaneous expendi-
tures for supplies, equipment and services, and authorizing officials
for travel up to the amounts indicated below for each individual:

General:

25X1A

Donald H. Ross

Approving
Authority

Authorizing
Authority for
Travel

\$25,000

\$25,000

25,000

25,000

1,000

5,000

5,000

5,000

1,000

1,000

For Supplies, Equipment, and Services:

25X1A

1,000

-0-

1,000

-0-

25X1A

DONALD H. ROSS

Colonel USAF

Director of Special Activities

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Approved For Release 2000/06/30 : CIA-RDP33-02415A000700060028-7

OFFICE OF SPECIAL ACTIVITIES
OSA NOTICE NO. 30-5-4

FINANCIAL ADMINISTRATION
18 JUNE 1968

b9²

OSA FAN NUMBERS FOR FY 1968

1. The attached FAN NUMBERS should be used for FY 1969 OSA financial transactions effective 1 July 1968.

2. This numbering system is designed to gather costs in line with the program categories contained in the OSA FY 1969 Program Call.

25X1A 3. Questions concerning this numbering system should be addressed to [REDACTED] (Ext. 6113, Red, 211).

25X1A

[REDACTED]
Comptroller
Office of Special Activities

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Approved For Release 2000/06/30 : CIA-RDP33-02415A000700060028-7

GROUP 1
EXCLUDED FROM AUTOMATIC
DOWNGRADING AND
DECLASSIFICATION

25X1A

Approved For Release 2000/06/30 : CIA-RDP33-02415A000700060028-7

Approved For Release 2000/06/30 : CIA-RDP33-02415A000700060028-7

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OFFICE OF SPECIAL ACTIVITIES
OSA HQS NOTICE NO. 30-1

FINANCE
28 JANUARY 1969

RECISION: OSA Hqs Notice No. 30-5-1
dated 25 July 1968

REFERENCE: DDS&T Instruction 230-1, Subject: Plans, Programs
and Projects, dated 16 December 1965

Under the provisions of paragraph IV.4.e. of reference,
the DD/S&T has designated the following individuals as
Approving Officers for financial transactions, including
miscellaneous expenditures for supplies, equipment and
services, and Authorizing Officials for travel up to the
amounts indicated below for each individual:

25X1A

General

Approving
Authority

Authorizing
Authority for
Travel

Donald H. Ross

\$25,000

\$25,000

25,000

25,000

1,000

5,000

5,000

5,000

1,000

1,000

For Supplies, Equipment, and Services:

25X1A

1,000

-0-

1,000

-0-

25X1A

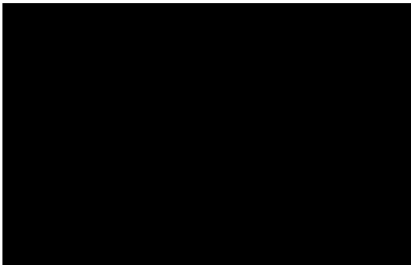
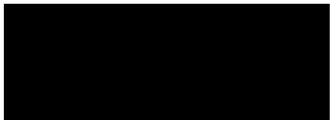
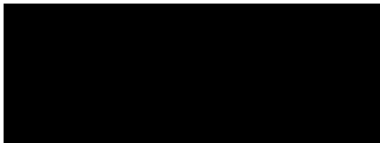
Acting Director of Special Activities

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OFFICE OF SPECIAL ACTIVITIES
OSA HQS NOTICE NO. 30-1FINANCE
26 MARCH 1969RECISION: OSA Hqs Notice No. 30-1
dated 28 January 1969REFERENCE: DD/S&T Instruction 230-1, Subject: Plans, Programs
and Projects, dated 16 December 1965.

Under the provisions of paragraph IV.4.e. of Reference, the DD/S&T has designated the following individuals as Approving Officers for financial transactions, including miscellaneous expenditures for supplies, equipment and services, and Authorizing Officials for travel up to the amounts indicated below for each individual:

	<u>General</u>	<u>Approving Authority</u>	<u>Authorizing Authority for Travel</u>
25X1A	Donald H. Ross	\$25,000	Unlimited
		25,000	Unlimited
		1,000	5,000
		5,000	5,000
		5,000	5,000
	<u>For Supplies, Equipment, and Services:</u>		
25X1A		1,000	-0-
		1,000	-0-
25X1A			
	Acting Director of Special Activities		

SECRET

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

Approved For Release 2000/06/30 : CIA-RDP33-02415A000700060028-7

OFFICE OF SPECIAL ACTIVITIES
OSA HQS. NOTICE NO. 30-5-5

FINANCE
31 OCTOBER 1969

PROCEDURE FOR OSA TRAVELERS

1. The following procedure for OSA travelers will become effective 3 November 1969:

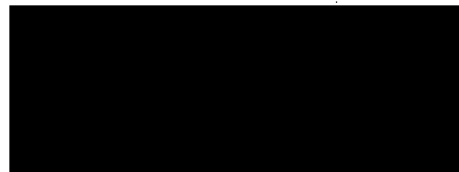
a. For temporary duty (foreign and domestic) the traveler's respective office will prepare in triplicate a travel order Form 540a for foreign travel and 540b for domestic travel. The request for travel will be forwarded to the D/SA for approval via the Division/Staff Chief concerned and Comptroller. The original and one copy of the order will be forwarded to the OSA Travel Section where a Travel Order No. (T.O.#) will be assigned and the Travel Assistant will make reservations for air or rail travel.

b. A request for advance for expenses other than ticket will be prepared in triplicate by the traveler's office for the amount of cash required and will be approved by a designated approving officer. The travel order number must be cited on the request for advance and submitted in duplicate with the original and one copy of the travel order to B&F Office, OSA Cashier for the cash advance. For assistance in estimating the amount of advance necessary, call B&FD/OSA, Ext. 6571.

c. The air tickets will be purchased by the Travel Section and the traveler will obtain the ticket from that office and sign a receipt at time of pick-up. the employee's advance account will be charged this amount by B&FD/OSA.

d. Travel vouchers will continue to be prepared in accordance with present procedures.

2. PCS Travel orders will continue to be initiated by Office of Personnel. The Travel Section will make reservations and advances will be prepared by the traveler's office in the same manner as TDY travel.

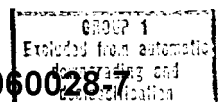


Comptroller/OSA

25X1A

Approved For Release 2000/06/30 : CIA-RDP33-02415A000700060028-7

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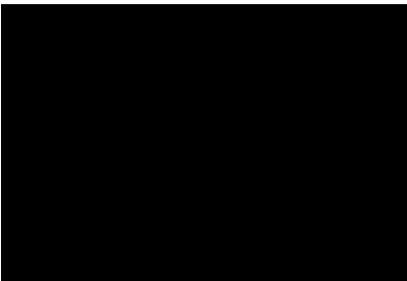
OFFICE OF SPECIAL ACTIVITIES
OSA Hqs. NOTICE NO. 30-5-6

FINANCE
19 NOVEMBER 1969

RECISION: OSA Hqs. Notice No. 30-1
dated 26 March 1969

REFERENCE: DD/S&T Instruction 230-1, Subject: Plans,
Programs and Projects, dated 16 December 1963.

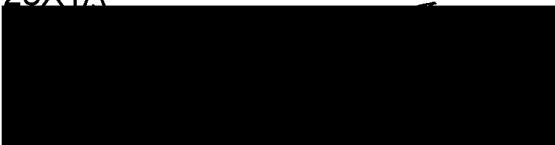
Under the provisions of paragraph IV.4.e. of Reference, the DD/S&T has designated the following individuals as Approving Officers for financial transactions, including miscellaneous expenditures for supplies, equipment and services, and Authorizing Officials for travel up to the amounts indicated below for each individual:

	<u>General</u>	<u>Approving Authority</u>	<u>Authorizing Authority for Travel</u>
25X1A	Donald H. Ross	\$25,000	Unlimited
		25,000	Unlimited
		5,000	\$5,000
		5,000	5,000
		5,000	5,000

For Supplies, Equipment, and Services:

25X1A		1,000	-0-
		1,000	-0-

25X1A



Deputy Director of Special Activities

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

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OFFICE OF SPECIAL ACTIVITIES
OSA HQS NOTICE NO. 30-7

FINANCE
14 JANUARY 1970

INCOME TAX ASSISTANCE

1. Representatives of the Budget & Finance Division, OSA will provide general guidance and assistance to employees in the preparation of Federal and State income tax returns.

Assistance should be requested from [REDACTED] or from [REDACTED]

In their absence questions may be addressed to [REDACTED]. It may be noted that the new tax law contains no substantive changes for tax year 1969 applicable to individuals not engaged in a business. However, a number of changes have been made in the reporting forms.

2. A supply of the more commonly used income tax forms will be obtained as soon as available and will be retained in room 2B05. Several copies of Internal Revenue Publication 17 entitled, Your Federal Income Tax, are presently available for reference.

3. All employees are cautioned to ensure that the submission of their income tax return in no way compromises cover or security. Questions of this nature may be referred to the Budget & Finance Division, OSA or to the Security Staff, OSA. In particular individuals are urged to ensure that their tax returns reflect the employer indicated on the W-2 form.

4. We have been advised that W-2 forms will be available for Headquarters personnel on 23 January 1970.

[REDACTED]
Executive Comptroller
Office of Special Activities

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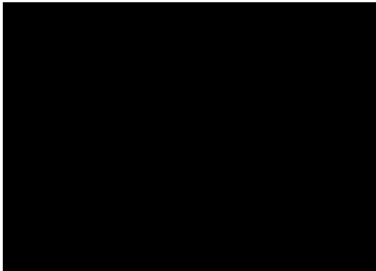
OFFICE OF SPECIAL ACTIVITIES
HSA HQS. NOTICE NO. 30-5-6

FINANCE
25 FEBRUARY 1971

RECISION: OSA Hqs. Notice No. 30-8
dated 16 June 1970


REFERENCE: DD/S&T Instruction 230-1, Subject: Plans,
Programs and Projects, dated 16 December 1963.

Under the provisions of paragraph IV.4.e. of Reference, the DD/S&T has designated the following individuals as Approving Officers for financial transactions, including miscellaneous expenditures for supplies, equipment and services, and Authorizing Officials for travel up to the amounts indicated below for each individual:

25X1A	<u>General</u>	<u>Approving Authority</u>	<u>Authorizing Authority for Travel</u>
	Harold F. Knowles	\$25,000	Unlimited
		25,000	Unlimited
		5,000	\$5,000
		5,000	5,000
		5,000	5,000

For Supplies, Equipment, and Services:

25X1A		1,000	-0-
		1,000	-0-


Deputy Director of Special Activities

25X1A

GROUP 1
Excluded from automatic
downgrading and
declassification

OFFICE OF SPECIAL ACTIVITIES
OSA NOTICE NO. 30-5-10

FINANCE
7 October 1971

CASHING OF PERSONAL CHECKS IN [REDACTED] BUILDING

25X1A

1. The Office of Finance in conjunction with the Central Cover Division has conducted a study in connection with the acceptance and processing of personal checks. They have concluded that there is a security risk in the acceptance of large numbers of personal checks from employees assigned to various locations and under different covers. Consequently, a regulation is being issued which severely restricts the authority of offices and stations to accept personal checks from employees.

2. OSA requested partial relief from these restrictions both for field installations and for all occupants of [REDACTED] Building. In response, the Office of Finance and the Central Cover Division have, within limits, authorized OSA's field stations to continue to cash checks. As to [REDACTED] Building, it was indicated that employee or administrative convenience is not considered justification for deviation from the general policy.

25X1A

25X1A

3. Accordingly, 8 October is established as the last date for the general cashing of personal checks. However, it is recognized that some individuals who have cashed checks through the [REDACTED] Building Disbursing Fund will find it necessary to make other banking arrangements. Where individuals utilizing out-of-town banks are unable to complete the establishment of a bank account in this area, or to make other arrangements by that date, checks will be accepted upon proper justification through 15 October 1971. No checks will be accepted for cashing after 15 October 1971.

25X1A

25X1A

25X1A

Deputy Director of Special Activities

S E C R E T

Approved For Release 2000/06/30 : CIA-RDP33-02415A000700060028-7

OFFICE OF SPECIAL ACTIVITIES
OSA HQS. NOTICE NO. 30-5-11

FINANCE
15 February 1972

SUBJECT: Reimbursement Policy for Rental Car Insurance

REFERENCE: A. HR 22-8p, effective 4 October 1971


B. Memorandum from Chief Certification & Liaison
Division, Office of Finance, dated 2 February 1972

1. The attention of all official travelers is directed to Reference A which specifies that only the cost of collision damage waiver or collision damage insurance required by a car rental company or automatically included in the car rental fee may be claimed as part of essential travel and transportation expenses.

2. Under the provisions of this regulation travelers are no longer able to claim as an expense the premium cost of optional insurance. However, if a traveler is contemplating personal use of a rental vehicle he should consider the advisability of purchasing at his own expense optional insurance covering the first \$100 of liability.

3. Reference B now authorizes decentralized certifying offices (in our case B&FD, OSA) to certify claims directly related to the uninsured first \$100 of liability when such claims are approved by a designated Approving Officer. This policy is undoubtedly based on the thesis that it is less costly to the Government to reimburse claimants for damages in relatively few cases than it is to process and pay claims for insurance premiums in every case.

25X1A



Executive Officer/Comptroller
Office of Special Activities

S E C R E T

Approved For Release 2000/06/30 : CIA-RDP33-02415A000700060028-7

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OFFICE OF SPECIAL ACTIVITIES
OSA HQS. NOTICE NO. 30-5-12

FINANCE
17 MARCH 1972

RECISION: OSA HQS. NOTICE NO. 30-5-6 dated 25 February 1971

25X1A

REFERENCE: [REDACTED] paragraph 67.

Under the provisions of paragraph IV.4.e. of Reference, the DD/S&T has designated the following individuals as Approving Officers for financial transactions, including miscellaneous expenditures for supplies, equipment and services, and Authorizing Officials for travel up to the amounts indicated below for each individual:

	<u>General</u>	<u>Approving Authority</u>	<u>Authorizing Authority for Travel</u>
	Wendell L. Bevan	\$25,000	Unlimited
25X1A	[REDACTED]	\$25,000	Unlimited
		\$5,000	\$5,000
		\$5,000	\$5,000
		\$5,000	\$5,000

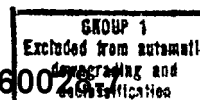
25X1A For Supplies, Equipment, and Services:

[REDACTED]	\$1,000	-0-
[REDACTED]	\$1,000	-0-

[REDACTED]
Deputy Director of Special Activities

25X1A

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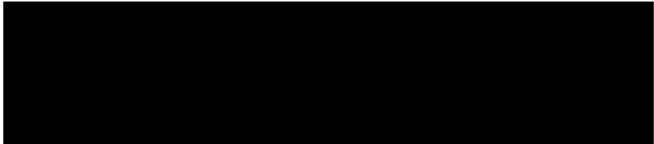
OFFICE OF SPECIAL ACTIVITIES
OSA NOTICE NO. 30-5-55

ORGANIZATION
20 NOVEMBER 1967

ORGANIZATION - OFFICE OF SPECIAL ACTIVITIES

25X1A

 is designated Acting Director of
Special Activities during the absence of Brigadier General Bacalis for
the period 20 November through 3 December 1967.


Executive Officer
(Special Activities)

25X1A

SECRET